# 1. Create Supply Request

## Feature Process Flow / Use Case Model

## Use Case

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| **Use Case ID:** | 4.1.16 | | | |
| **Use Case Name:** | Create Supply Request | | | |
| **Created By:** | Dani Russo | | **Last Updated By:** | Matthew Hill |
| **Date Created:** | 2018-09-13 | | **Last Revision Date:** | 2018-11-29 |
| **Actors:** | | Primary: Employee | | |
| **Description:** | | The Employee submits a request for office purchase | | |
| **Trigger:** | | The Employee selects “New Purchase Request” | | |
| **Preconditions:** | | 1. The Employee is logged on | | |
| **Postconditions:** | | 1. The request has been added to the list of new/pending supply requests | | |
| **Normal Flow:** | | 1. The Employee selects “New Purchase Request” 2. The Program displays a Supply Request form (includes name of employee, name of manager, date, item, price, quantity, vendor, notes, and department billing code) 3. The Employee fills out form and submits 4. The Program validates the form 5. The Program adds request to new/pending supply requests | | |
| **Alternative Flows:** | | 4a.) If any input was invalid   1. The System displays an error, and prompts the Employee to re-enter valid information 2. Use Case Resumes on step 2 of Normal Flow | | |
| **Exceptions:** | | 5a.) If the query to the database fails   1. The System alerts the Employee that an unexpected error has occurred 2. Use Case resumes on step 2 of Normal Flow | | |
| **Includes:** | | N/A | | |
| **Frequency of Use:** | | As needed. | | |
| **Special Requirements:** | | N/A | | |
| **Assumptions:** | | The User is an employee with valid permissions to edit/update request records | | |
| **Notes and Issues:** | | N/A | | |